



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9225
FAX: (916) 323-1756



April 21, 2008

W. Scott Thorpe
Executive Director
California District Attorneys Association
731 K Street, 3rd Floor
Sacramento, CA 95814

Dear Mr. Thorpe:

Enclosed is the 2008/09 Request for Application (RFA) for the High Technology Theft Apprehension and Prosecution Program – Education Project. As you are aware, this funding opportunity is only available to the California District Attorneys Association. This program is intended for the purpose of establishing and maintaining statewide programs of education, training, and research for public prosecutors, investigators, and law enforcement officers relating to deterring, investigating, and prosecuting high technology related crimes.

The deadline for submitting the application is **Friday, May 23, 2008**. The application must be **postmarked by Friday May 23, 2008, or hand delivered to this office by 5:00 p.m. on the same day**. To receive funding under this program, please complete the enclosed application and return it to:

Office of Emergency Services
Law Enforcement and Victim Services Division
Attention: Crime Suppression Section
High Technology Crime – Education Project
3650 Schriever Avenue
Mather, California 95655

It is anticipated that \$223,521 will be allocated for this project for the 12-month grant period July 1, 2007 through June 30, 2008. This project is required to include a 25 percent match on funds allocated (\$55,880) for a total project budget of \$279,401. Continuation of funding is contingent upon the passage of the State Budget Act, successful project performance and compliance of the grant award agreement. OES does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed.

Should you have any questions regarding this program or the RFA, please contact Ann Saldubehere, Program Specialist, Crime Suppression Section, at 916-324-9225.

Sincerely,

A handwritten signature in black ink, appearing to read "Stacy Mason-Vegna".

STACY MASON-VEGNA, Chief
Crime Suppression Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
CALIFORNIA DISTRICT ATTORNEYS ASSOCIATION – EDUCATION PROJECT**

REQUEST FOR APPLICATION

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III. FORMS - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

GRANT AWARD FACE SHEET AND INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

SIGNATURE AUTHORIZATION AND INSTRUCTIONS

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel spreadsheet format) – c. With 25% Match

- Personal Services – Salaries/Employee Benefits

- Operating Expenses

- Equipment

PROJECT SUMMARY

SAMPLE OPERATIONAL AGREEMENT

NONCOMPETITIVE BID REQUEST CHECKLIST

OUT OF STATE TRAVEL REQUEST

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY THEFT APPREHENSION AND PROSECUTION PROGRAM
CALIFORNIA DISTRICT ATTORNEYS ASSOCIATION - EDUCATION PROJECT**

REQUEST FOR APPLICATION

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbooks."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Ann Saldubehere, Program Specialist
Telephone: (916) 324-9225
Fax: (916) 323-1756
Email: ann.saldubehere@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, May 23, 2008** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: CCRCP – Crime Suppression Section

2. Hand delivered by **5:00 p.m. on Friday, May 23, 2008** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: CCRCP – Crime Suppression Section

D. ELIGIBILITY

The California District Attorney's Association (CDAA) is eligible to submit an application for this project in accordance with the HTTAP program.

The CDAA, having been awarded funds authorized under the High Technology Theft Apprehension and Prosecution Program during the previous grant-funding cycle, upon reapplication for funds to the High Tech Crime Advisory Committee, shall submit specific accounting with defining criteria to include, but not be limited to the following outlined items:

- The funds received and expended in the prior year.
- The use, to which those funds were put, including payment of salaries and expenses, purchases of equipment and supplies, and other expenditures by type.

E. FUNDS

The funding cycle for this award will be for 12 months starting on July 1, 2008 and ending June 30, 2009. OES anticipates that a total of \$223,521 (plus match) will be made available for this 12-month grant period.

California Penal Code §13848.2 authorizes the establishment of the High Technology Theft Apprehension and Prosecution Program (HTTAP). State General Funds comprise the available funds of the High Technology Theft Apprehension and Prosecution Program Trust Fund, which funds all HTTAP projects.

F. PROGRAM INFORMATION

The purpose of this RFA is to provide funding for statewide programs of education, training, and research for public prosecutors, investigators, and law enforcement officers relating to the deterrence, investigation, and prosecution high technology and identity theft related crimes.

Mandated Program Reports

OES is obliged to ensure that funds received in support of this program are used effectively and efficiently. In order to receive funding under this state authorized program, State and local participants who received HTTAP funds must collect and maintain statistics to be used in the OES semi-annual progress report, the final progress report, and the Annual Report of the High Technology Crime Advisory Committee.

In addition to the above progress reports, all grant recipients are required to provide quarterly reports, via the OES High Technology Crime Program Specialist, to the High Technology Crime Advisory Committee for each fiscal year of funding.

- **High Technology Crime Advisory Committee (HTCAC) Quarterly Report Form:** Report to be completed and e-mailed to the High Technology Crime Grant Specialist as directed to ensure distribution to members of the HTCAC and HTTAP Program project directors 15 days prior to the next scheduled HTCAC meeting. Report will cover three months of operation:
 1. *July/August/September 2008 – Due October 31, 2008*
 2. *Oct/Nov/Dec 2007 – Due Jan 30, 2009*
 3. *Jan/Feb/March 2008 – Due April 30, 2009*
 4. *April/May/June 2008 – Due July 31, 2009*
- **HTCAC Annual Report Form:** Report to be completed and e-mailed to the High Technology Crime Grant Specialist as directed to ensure distribution to members of the HTCAC and HTTAP Program project directors 15 days prior to the next scheduled HTCAC meeting. The report will cover the twelve-months of operation for fiscal year 2008/09 funding.

G. PREPARING AN APPLICATION

[FORMS](#) includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative;
- Project Budget (OES A303a-c); and
- Application Appendix.

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REQUEST FOR APPLICATION

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

The problem statement was identified in the previous year funding application. The problem statement can be summarized in one to two sentences. If necessary, update the target area, populations, or crime trend statistics.

2. Plan and Implementation

Plan: The plan was presented in the previous funding year. The applicant will carry over the goals, objectives, and activities from last years plan and as listed below.

Implementation: The applicant's ability to implement the plan was presented in the previous year of funding. No additional information is required with this application.

Objectives and Activities: Project Objectives and Activities

This section of the application describes the goals for each component of the HTTAP program. Under each objective, describe the activities that will be implemented by the project and predicted results that will be achieved during the 12-month grant award period. Projects funded under this program must implement objectives 1 and 2 at a minimum. Objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic.

Objective #1: To provide education, training, and research support to the California High Tech Crimes Task Force and Identity Theft Units of the HTTAP Program.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

Objective #2: The project will provide representatives with sufficient working knowledge and authority to attend and participate in the quarterly High Technology Crime Advisory Committee meetings.

- Activities: (List activities in narrative or bullet format)
- Projected Goals: (List projected goal results in narrative or bullet format)

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select “*Recipient Handbook, Appendices, and Forms*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant’s proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. **Specific Budget Categories -**

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these call under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Service Area Information;
- Project Summary;
- Out-of-State Travel Request (optional);
- Computers and Automated Systems Purchase Justification Guidelines (optional); and
- Noncompetitive Bid Justification – Contracts for and/or Services Checklist (optional).